SECURITY REQUEST FORM
CPPS and HR Data Warehouse
PLEASE PRINT

Employee Information

EMPLOYEE NAME _____   DEPT/AGENCY AND ORG ID _____

POSITION / TITLE _____   TOP SECRET ID _____

E-MAIL ADDRESS _____   SPECIAL OPERATOR ID _____

EMPLOYEE WORK PHONE

For training on Colorado Personnel Payroll System (CPPS) payroll processing, please e-mail CentralPayroll@state.co.us, and for training on CPPS human resources processing and HR Data warehouse, please e-mail HR.Support@state.co.us.

CHECK ONLY ONE
☐ Community College   ☐ 4-Year College   ☐ All Other Agencies

CPPS
☐ ACCOUNTING/BUDGET   ☐ BENEFITS   ☐ PAYROLL   ☐ PERSONNEL

☐ BENEFITS & PAYROLL   ☐ BENEFITS & PERSONNEL   ☐ BENEFITS&PAYROLL &PERSONNEL*
Requests for all three functions requires a written request for an exception to accompany the Security Access Form.
Any exceptions are approved and granted by the State Controller.

Please check one of the following:
☐ UPDATE (includes inquiry)   ☐ INQUIRY ONLY   ☐ REVOKE ACCESS

Human Resources Data Warehouse
☐ STANDARD ACCESS/REPORTS   ☐ CUSTOM EXTRACTS

Signature Approvals

	Date	Work Phone
Employee's Supervisor		
Department Controller		
State Controller (required for security profiles not within security guidelines)		
Department Human Resources Director		

Office Use Only

CPPS			
Operator ID		SSN	
Password		Query ID	
Update/Delete		Date/Initial	
Training Completed ☐ Yes ☐ No		Comments	